



CALIFORNIA
DEPARTMENT OF
EDUCATION

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P-16 Council Subcommittee Roles and Responsibilities

The purpose of each P-16 Council subcommittee is to investigate issues and questions presented to them by the State Superintendent of Public Instruction. The California Department of Education (CDE) will provide a staff member to each of the subcommittees to assist them with procedural issues.

Subcommittees Roles and Responsibilities

Each subcommittee will select the following:

Subcommittee coordinator/facilitator who will:

- Be the key contact for the subcommittee.
- Work with CDE staff to develop the subcommittee agenda. The agenda will be forwarded to the P-16 Council chair.
- Coordinate the subcommittee's meetings through CDE staff.
- Facilitate the subcommittee meetings consistent with the Bagley-Keene Open Meeting Act.
- Be responsible for moving the subcommittee's discussions forward.
- Verify that the subcommittee's notes reflect the consensus of the group.
- Give a succinct oral report consistent with their subcommittee's notes at the plenary session or designate this duty to another subcommittee member.

Back-up coordinator/facilitator who will:

- Serve in the absence of the subcommittee coordinator/facilitator.
- Provide back-up assistance to the subcommittee coordinator/facilitator as necessary.

Meeting recorder/note-taker who will:

- Record the key notes from the subcommittee meeting on the note-taking form provided by CDE (This role may rotate between members).

Time keeper who will:

- Keep track of time and alert the subcommittee when time is running low (This role can rotate between members).

Each subcommittee member will:

- Conduct research.
- Adhere to the Bagley-Keene Open Meeting Act.

CDE Staff Roles and Responsibilities to the Subcommittee

The assigned CDE staff will:

- Be the liaison between the subcommittee and the CDE.
- Assist the subcommittee coordinator with agenda development and public notification of the subcommittee's agenda (the subcommittee agenda must be posted on the CDE's Web site 10 days prior to the subcommittee meeting).
- Attend all subcommittee meetings including virtual meetings (Web conferences, conference calls) and assist the subcommittee coordinator.
- Answer meeting and procedural questions for the subcommittee.
- Formalize the subcommittee's notes for public notification after the subcommittee coordinator has verified that the notes reflect the consensus of the group.